

**MINUTE BOOK XXV, PAGES 112-117  
SPECIAL MEETING/MINI RETREAT  
SEPTEMBER 23, 2016**

A Special Meeting/Mini Retreat of the Town of Troutman Town Council was held on Friday, September 23, 2016 at Troutman Town Hall, 400 North Eastway Drive, Troutman, North Carolina with Mayor Teross W. Young presiding.

Council Members Present: Paul Henkel, Judy Jablonski, James Troutman, Sally Williams

Council Members Absent: None

Staff Present: Justin E. Longino, Interim Town Manager; Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Matthew A. Selves, Police Chief; Erika G. Martin, Planning Director; Adam L. Lippard, Public Works Manager

Press Present: Jennifer Dandron, Statesville Record and Landmark  
Debbie Page, Statesville Free News

(Attendance Sign-in Sheet is attached to these minutes)

**MAYOR YOUNG CALLED THE MEETING TO ORDER**

**MAYOR YOUNG WELCOMED VISITORS AND GUESTS**

**TOWN COUNCIL VACANCY**

Town Council heard from four candidates: Curt Rogers, Jennie Blevins, Paul Bryant, and John Larew, whom addressed the Council with a brief history of their personal background and professional experience. They also shared their goals and contributions that they could provide to the Town if appointed that was followed by a question and answer session led by Council.

Upon motion by Council member Jablonski, seconded by Council member Troutman, and carried, appointment of Paul Bryant to the vacant council position to fill the unexpired term of Teross Young that is to expire 2017, subject to election in the 2017 Municipal election.

Yeas: Jablonski, Troutman, Henkel

Nays: Williams

Mayor Young addressed the candidates commenting that they are all outstanding candidates and it makes him proud to know there are citizens that have the skill set and knowledge that want to help lead our Town. On behalf of the Council, he thanked each candidate for taking the time to express their interest, and asked that each continue to stay engaged through citizen input followed by congratulating Mr. Bryant on his appointment. Mr. Bryant joined Council for the remainder of the retreat, and was advised that he has no voting powers until his swearing in that will take place at the Council's regularly scheduled meeting in October.

**ACCOMPLISHMENTS AND ACTIVITIES UNDERWAY, *(Justin Longino, Interim Town Manager)***

- **Review of Council Challenges**

Interim Town Manager Justin Longino recapped goals/plans accomplished in the current year along with Council's future goals/plans as set in previous retreats/workshops.

- Goals/projects accomplished:

- ABC Store - Appointed Board members/Purchased property/Conveyed property

- Greenway extensions.
  - Joined Lake Norman Transportation Commission.
  - Repaving in Town.
  - Expanded the park/playground, and completion of the pavilion.
  - Provided safety and protection in schools (School Resource Officers).
  - Painted a mural.
  - Hired a Parks and Rec. Coordinator.
- Goals/projects in process:
- Hiring of a Code Enforcement Officer.
  - Researching membership into the Mooresville South Iredell Economic Development Council. Currently members of the Statesville Regional Development.
  - Identify industrial sites and seek partners to help in attracting businesses.
  - Complete a Main Street circulation study (reallocated funding to be available in October).
  - Researching snow removal on private and orphan streets. (Staff to contact Town Attorney regarding possible legalities).
  - Downtown traffic flow and walkability (to be reviewed via completion of the Main Street Circulation Study).
  - Consider lighting along greenways and in park (provided by Duke Energy).
  - Consider resurfacing schedule for all town streets (evaluate and prioritize).
  - Improve infrastructure (replacement of water and sewer lines). Smoking studies have been completed along with other measures to identify problem areas.
  - Repair intersection at Paddington Court due to drainage issues.
  - Continue to expand the greenway.
  - Begin Phase 2 of the Troutman ESC Park that includes the dog park, splash pad, walking path around soccer field, playground sun shade, etc.
  - Identify properties and continue rezoning of downtown. (To be carried out upon completion of the Unified Development Ordinance (UDO) rewrite).
  - Attract new businesses with help from the Troutman Business Council via website and by welcoming and reaching out to new business owners.
  - Establish downtown multi-family housing. (Begin upon completion of the Unified Development Ordinance (UDO) rewrite).
  - Wayfinding program-Meeting is scheduled for next week with Bizzell Designs.
  - Create a clear definition of downtown along with a town mission, vision, and core values. (Staff to request assistance from Bizzell Designs).
  - Create list of dilapidated properties. (Duty of the new Code Enforcement Officer).
  - Review Employee Take Home Car Policy at Council's October Agenda Briefing. Council also asked that a discussion be held at the Briefing regarding window tint of police vehicles.
  - Review, explore and improve communications with the public through the Town's website, Facebook page and phone tree. Interim Town Manager Longino proposed implementation of a mobile app for showcasing Troutman businesses and sending out specific alerts. Improve communications with the elderly and citizens in need, in efforts to offer assistance in emergencies or crisis.
  - Review and update the existing vehicle replacement schedule for Town vehicles.
  - Balance preservation and growth keeping a consistent goal/look in place for business facades.
  - Hold monthly family friendly activities. Town employee picnic scheduled for September 30<sup>th</sup> at 6pm in the park.
  - Overhaul of the town's Personnel Policy and Position Classification Plan.
  - Continue efforts in improving customer service. Any past and present issues to be discussed during upcoming employee performance reviews.

- Hold a town operations open house as a result of the staffing study performed by Centralina Council of Government (CCOG) to share finding of the study with the public. Open house will be held in November; date and time to be determined.
- Completion of the UDO rewrite.
- Find new town revenue sources. Verizon to place a cell phone antenna on the Old Murdock Road water tower. Final agreement, once complete is to be presented to Council for approval.
- Staff to establish a fee schedule for farmers market and pavilion rental. A proposal is to be presented to the Parks and Rec. in October for a recommendation to Council.
- Surplus property located on Massey Street to be listed with realtor Mike Todd, due to the discontinued interest of a potential buyer.
- Improve streetscapes (upon completion of the UDO rewrite and Hwy 21 Plan).
- Consider hosting a town Christmas Parade that would be organized by Mr. Chuck Gallyon. The Troutman Rotary Club is in support and suggested that the parade be held in early December following the conclusion of the Rotary's Annual Pancake Breakfast. The parade is proposed to begin at Troutman Elementary and end at the Troutman ESC Park. A formal request to hold the parade is to be made at Council's regularly schedule October meeting.
- Missed opportunities regarding solicitation of donations and grant funds.  
Ms. Emily Watson, the Town's newly hired Parks and Recreation Coordinator will begin her position on October 10<sup>th</sup>. As part of her responsibilities, Ms. Watson will be soliciting for donations. Interim Town Manager Longino stated that Ms. Watson, along with Planning Director Erika Martin and Police Chief Matthew Selves have experience in grant writing, but it may be beneficial to the Town to include in next year's budget, a "grant intern" so that the multiple departments can benefit and share the cost.

(Copied in full, charted goals is attached to and made part of these minutes, and is filed on CD titled: "Town Council Supporting Documents" dated September 23, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

- **Removed from the Agenda: Award Greenway Construction Contract** – Removed from the agenda due to no recommendation for awarding the contract. Interim Town Manager Longino explained that the three (3) minimum bids required were received, but only two (2) contractor showed for the bid opening, therefore without the third contractor present, the bids could not be opened. In order to move forward, the town is required per General Statutes to re-advertise for bids for a minimum of three (3) weeks.
- **Amend Time Warner Contract to Provide Wi-Fi to Park Pavilion**  
Interim Town Manager Longino requested Council consideration to approve an Addendum (Exhibit B) with Time Warner (now Charter Communication) to add a Wi-Fi Hotspot at the Park Pavilion. He explained that Time Warner customers will have access to unlimited usage and all other users will have 1 hour and 30 minutes of free access. Discussion was held regarding location and aesthetics of the attachment. Staff explained that the attachment will be same as the apparatus attached to the power pole along the greenway, and that it will be attached to the pavilion, but the exact location is unknown at this time.

Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to accept Exhibit B Addendum to add a Wi-Fi Hotspot location at the Park Pavilion.

Council member Henkel asked if the pavilion has power. Interim Town Manager Longino responded that power was turned on yesterday. Paul Bryant asked if the pavilion lights stay on 24/7 for at night for security purposes. Staff to verify and report back to Council at the October Agenda Briefing.

(Copied in full, Addendum "Exhibit B" is attached to and made part of these minutes, and is filed on CD titled: "Town Council Supporting Documents" dated September 23, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

- **Amend Troutman ESC Park Lease to Include Dog Park**

Interim Town Manager Longino stated that the amendment, drawn up by Town Attorney Gary Thomas, is to add to the existing lease approximately one (1) acreage of land for the purposed dog park. Parks and Rec. Committee recommended approval at their September meeting.

Upon motion by Council member Williams, seconded by Council member Henkel, and unanimously carried, approved to accept addendum to the original park lease as presented.

(Copied in full, amended lease is attached to and made part of these minutes, and is filed on CD titled: "Town Council Supporting Documents" dated September 23, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

- **Addition to the Agenda: Consider Contract with Duke Energy for ABC Store Parking Lot Lighting**

Interim Town Manager Longino requested, on behalf of the ABC Board that the town temporarily (1 to 2 months) enter into the proposed contract with Duke Energy for the purpose of ordering exterior lighting for the ABC Store, due to the ABC Board having no established credit history with the company. He stated that the ABC Board has in writing agreed to reimburse the town of any cost the town may incur (monthly cost is \$127.16), but feels that the ABC Store account with Duke Energy should be established before that time. Manager Longino is to contact Robert Fisher with Duke Energy to verify that the contract is transferrable.

Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to accept agreement with Duke Energy on behalf of the ABC Board making max payments of 2 months of cost incurred with reimbursement by the ABC Board.

(Copied in full, contract is attached to and made part of these minutes, and is filed on CD titled: "Town Council Supporting Documents" dated September 23, 2016 in CD Book #1 titled, "Town Council Supporting Documents")

- **Addition to the Agenda: Forward Troutman-Transportation Priorities**

Planning Director Erika Martin requested approval for a recommendation of the following projects to submit to CRPTO.

- Roads-Lytton Street, south connector
- Multi-Use Paths-Richardson Greenway, South to Lake Norman State Park, and to the Career Academy Technical School
- Sidewalks-Downtown Sidewalk package, Talley Street Sidewalk, and the Troutman ESC Sidewalk

Council member Jablonski asked the status of the purposed Southwest Bypass. Ms. Martin responded that the Southwest Bypass has become controversial with the Planning Board's interest in not pursuing the bypass. CRPTO has hired a consultant to perform a study to determine if the project should remain on the plan therefore it will not be moving forward at this time.

Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to submit the projects as recommended above.

## **REALITY CHECK, (Steve Shealy, Finance Director)**

- **Fund Balance Status**

Finance Director, Steve Shealy gave a brief overview of the Town's Fund Balance status stating that Fund Balance is basically the Town's savings account, or funds available to use when and if needed when revenues run short or emergencies. It is the amount of funds left over at the end of the year of revenues over expenses, building over time. Mr. Shealy stated that the state requires a minimum of 8% of the Town's prior year actual expenditures to be kept on hand, enough to pay one month of the Town's bills. In explanation of how to determine the percentage, he stated that the Local Government Commission (LGC) likes to see small towns have higher percentages. Mr. Shealy reviewed a fund balance graft comparing Troutman's fund balance percentage from 2013 to present. He stated that as of June 30, 2016 fund balance percentage was 33.44% (3% lower than previous year) and the dollar amount taken out fund balance for the year was only \$27,420 leaving a balance of \$1,000,066 in the fund balance. Mr. Shealy highlighted that when Council approved this year's budget, taxes were raised and a goal was set to increase fund balance. He then presented a fund balance forecast for this budget year estimating that by June 30, 2017 the town's fund balance will be at 23.56%, approximately 10% less than in June 2016 mainly due to the land purchase and additional incidental cost for the ABC Store. Mr. Shealy commented that there need to be more conversation with the ABC Board in reference to incidental cost. Mayor Young agreed and commented that clarity needs to be established in regards to managing those cost and reimbursement to the town. Mr. Shealy also advised that the Fox settlement in the amount of \$80,000 was another major hit to the fund balance. He concluded by commenting that in the long run, the fund balance is not as severe with the tax increase imposed and other initiatives.

## **SETTING GOALS, (Martin)**

Planning Director Erika Martin led the Council in a planning exercise of setting future goals, prioritizing goals and how to accomplish the goals over the next 6 months to 1 year time frame. She requested that Council focus on the following topics/goals: Developing an Industrial Site, Establish a Citizens Endowment, Expansion of Town Facilities, Promoting Troutman, Green Our Community, and Assisting Those In Need. In conclusion of the exercise, Council had compiled their top propriety goals as follows:

- Identify Industrial sites/seek partners and investors
- Improve traffic
- Bring pothole fixing program to life
- Clean up Main Street
- Branding of the Town Water Tank
- Expand Town facilities-consider rent verses expansion of Town Hall
- Promote Troutman Food Truck Festival after the July 4<sup>th</sup> Parade
- Continue program for elderly citizens and citizens with special needs
- Expand app idea

Other ideas generated but not given priority:

- Identify interest among citizens for projects to support
- Smaller parks on town property
- Establish a citizens endowment
- Consider using alternative fuel in vehicles to reduce carbon dioxide

## **EVALUATIONS**

Due to time restraints, the following agenda items under “Evaluations” were not brought up for discussion.

- Town Manager Review
  - Hold Closed Session Pursuant to N.C.G.S. 143-318.11(a)(6) to Discuss Personnel
- Town Council-Mayor Funnel Review

## **ADJOURNMENT**

Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, the Town of Troutman Mini Retreat of September 23, 2016 was adjourned at 12:00 p.m.

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Ronald N. Wyatt, Mayor

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Kimberly H. Davis, Town Clerk